



**U.S. Consulate General Sydney  
2015-2016 Foreign National Student Internship Program**

The U.S. Consulate General Sydney is looking for non-American undergraduate university students to experience working alongside the Consulate's American and Australian employees as they work on the day-to-day business, political, media, and organizational issues of the United States and Australia, over the 2015-16 Australian summer holidays.

This program aims to establish, promote and maintain relationships between young Australians and Americans as they become leaders in their respective countries. The internship will provide students with valuable educational and practical experience by assisting the U.S. Consulate General in accomplishing its mission goals.

**NOTE: Students who apply for the program must be able to demonstrate they have their University's permission to participate in the internship and will be receiving University units of credit for the internship.**

**APPLICATIONS OPEN on Friday June 19, 2015 & CLOSE on Friday, July 31, 2015.**

Further information is available at <http://canberra.usembassy.gov/job-opportunities.html>



**U.S. MISSION (AUSTRALIA)**  
**U.S. CONSULATE GENERAL SYDNEY**  
**FOREIGN NATIONAL *STUDENT* INTERN PROGRAM**  
**UNIVERSITY PERMISSION FORM**

1. Student's name ( <i>last, first, middle initial</i> )	2. Student ID Number
3. University	4. Major(s)
5. Year of Study ( <i>freshman, sophomore, junior, etc...</i> )	6. Current University Average ( <i>attach copy of latest transcript</i> )

I confirm that the student above:

1. is granted permission to participate in the Foreign National Student Intern Program (FNSIP) at the U.S. Consulate General, Sydney, and
2. will obtain credit for this Intern Program at this university and
3. will continue his/her university studies immediately upon completion of the internship.

Authorized by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date



**U.S. CONSULATE GENERAL SYDNEY**  
**APPLICATION FOR THE FOREIGN NATIONAL**  
**STUDENT INTERNSHIP PROGRAM**  
**2015-2016**

**APPLICATION INSTRUCTIONS:**

To complete your application you will need to submit the following documents:

1. Completed '2015-2016 Foreign Nation Student Internship application form'.
2. Completed College Permission Form.
3. A resume of no longer than two pages.
4. An academic transcript (an online version of your transcript is sufficient; however, it must show your course history to date and final marks).
5. A statement of interest of no more than 500 words that describes your objectives and motivations in seeking an internship with the U.S. Consulate General Sydney. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Internship Program.

Submit your complete application to:

[sydneyrecruitment@state.gov](mailto:sydneyrecruitment@state.gov)

or

Human Resources Office  
U.S. Consulate General Sydney  
Level 10, 19-29 Martin Place  
SYDNEY NSW 2000

*Please note: hand delivered applications cannot be accepted.*

**CLOSING DATE: Friday July 31, 2015**



# U.S. CONSULATE GENERAL SYDNEY

## APPLICATION FOR THE FOREIGN NATIONAL STUDENT INTERNSHIP PROGRAM

2015-2016

<b>1. FULL NAME</b>			
<b>2. POSTAL ADDRESS</b>			
<b>3. TELEPHONE NUMBERS</b>	A. Mobile:	B. Landline:	
<b>4. EMAIL ADDRESS</b>			
<b>5. WHERE DID YOU FIRST LEARN ABOUT THE INTERNSHIP PROGRAM?</b>			
<b>6. DO YOU HAVE ANY RELATIVES THAT WORK FOR THE CONSULATE?</b>		NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide the relative's name:			
<b>7. CURRENT CITIZENSHIP</b>			
<b>8. DO YOU HAVE U.S. CITIZENSHIP?</b>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
<i>Please note that U.S. Citizens are ineligible to apply for this program.</i>			
<b>9. CURRENT UNIVERSITY/ HIGHER EDUCATIONAL INSTITUTION</b>			
A. Name of current institution			
B. Qualification name			
C. Majors (if applicable)			
D. Dates attended (mm/dd/yy)	From:		Expected completion date:
<b>10. UNIVERSITY INTERNSHIP PROGRAM COORDINATOR</b>			
A. Name of internship coordinator			
B. Email address			
C. Telephone number			





**U.S. CONSULATE GENERAL SYDNEY**  
**APPLICATION FOR THE FOREIGN NATIONAL**  
**STUDENT INTERNSHIP PROGRAM**  
**2015-2016**

**11. ADDITIONAL TERTIARY QUALIFICATIONS**

If you have previously obtained a tertiary qualification, please provide details here.

A. Name of former institution			
B. Qualification name			
C. Majors (if applicable)			
D. Dates attended (mm/dd/yy)	From:		Expected completion date:

**12. FOREIGN LANGUAGES**

Please identify your level of knowledge in any foreign languages on a scale of 1 to 5, where 5 = fluent; 3 = good; 1 = basic

LANGUAGE	SPEAK	READ	WRITE

**13. EXTRACURRICULAR ACTIVITIES**

List any extracurricular activities that you have been involved in during your secondary and tertiary education.

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**14. HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT?**

NO ☐ YES ☐

If yes, please provide details:

**15. COMPUTER SKILLS**

List computer programs in which you have experience.

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**16. REFERENCES** List two people not related to you who are qualified to supply definite information regarding your character and suitability for the internship program.

NAME	TELEPHONE NUMBER	OCCUPATION
1.		
2.		



**U.S. CONSULATE GENERAL SYDNEY**  
**APPLICATION FOR THE FOREIGN NATIONAL**  
**STUDENT INTERNSHIP PROGRAM**  
**2015-2016**

**17. DECLARATION** Read the following carefully before you sign.

☐ I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.

☐ I understand that, if I am provisionally selected, a Consulate-required security certification is required.

☐ I understand that, if I am provisionally selected, a Consulate-required medical examination and medical certification is required.

☐ I understand that I am required to obtain permission (as per the attached College Permission Form) to participate in the internship program from my current educational institution (or other qualified provider) and am responsible for liaising with the university to facilitate this.

☐ I understand that I am required to obtain credit (as per the attached College Permission Form) for the internship program with my educational institution (or other qualified provider) and am responsible for liaising with the university to facilitate this.

☐ I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yy)

## Frequently Asked Questions (FAQs)

### About the program

**Q. What are the benefits of participating in the Foreign National Student Internship Program at U.S. Consulate General Sydney?**

A. If selected as a participant you will:

- **Gain** invaluable experience
- **Learn** about American business, culture, organizational structure, and politics
- **Interact** with government officials and diplomats, U.S. Mission employees and other student interns
- **Complement** your studies through professional experience

**Q. Who organizes the program?**

A. The Foreign National Student Internship Program, which is independently designed and administered by each diplomatic post, is designed to allow students who are non-U.S. citizens to intern at U.S. Missions abroad. In the case of the U.S. Consulate General Sydney, the internship program is the result of a joint initiative between the U.S. Consulate General and local universities.

### The internship

**Q. Do I need my University's permission to participate in the internship?**

A. Yes. Only students who have permission from their university are eligible to apply.

**Q. Can I receive academic credit for my internship?**

A. Yes. Only students who are able to receive academic credit for completing the internship from their university are eligible to apply.

**Q. How long is the internship?**

A. The internship will occur over a period of six weeks from January 4, 2016 to February 13, 2016. There will be a one day orientation on the first day. During the internship, interns are expected to work a 40-hour week.

**Q. How is my internship organized?**

A. The Consulate is seeking interns, and representatives of several U.S. agencies at the Consulate will select the top candidates for interviews with the input of representatives of the participating universities. Following the interview process, successful candidates will be selected for the available positions.

**Q. What will I do during my internship?**

A. Tasks will be agreed to at the outset of the internship and will vary between the participating sections in the Consulate.

**Q. Will I be assigned tasks or to a section specifically related to my degree?**

A. Not necessarily. However, the internship should be considered as an opportunity to expand your knowledge and learn new skills.

**Q. Do I get paid for my internship?**

A. No. All internships are unpaid.



**Q. Will I receive a certificate upon completion of my internship?**

A. Yes. All participants will receive a Certificate of Participation. A letter of successful completion of the internship from the U.S. Consulate will also be provided.

**Q. What should I do to prepare for the internship?**

A. Prior to the internship, students should undertake independent research about American culture, traditions and customs. Upon being notified within which section successful candidates will work, students should do some research about that section.

## **Eligibility**

**Q. I am a U.S. Citizen, can I apply for the internship program?**

A. The Foreign National Student Internship Program is for non-U.S. Citizens only. American students should apply for the [State Department's Internship Program](#).

**Q. Who is eligible to apply for the internship program?**

A. Any non-U.S. citizen who is enrolled at a local Australian university and meets the selection criteria is eligible to apply for the program.

**Q. What are the selection criteria?**

A. All interns:

- Must be able to work as a volunteer, **full time from January 4, 2016 - February 13, 2016**
- Must be a non-U.S. citizen and have the right to work in Australia
- Must be over 18 years of age
- Must be in good academic standing with their university (i.e. are currently not required to show cause for poor academic performance)
- Must have private medical insurance, at least for the duration of the internship (only for those not covered by Australian Medicare)
- Must be returning to university studies after completion of the internship Note: You are eligible to apply for the Consulate's internship program if you have not yet completed your enrollment at or are waiting to hear the outcome of your application for graduate studies. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester immediately following the internship.
- Must have your university's permission to undertake the internship.
- Must be able to receive academic credit from your university for completing the internship.

**Q. I'm in the final year of my undergraduate degree. Am I still eligible to apply?**

A. Yes.

**Q. I am an international student. Am I still eligible to apply?**

A. Yes. This program is designed for non-American students.